

# YUKTI MULANI

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## SUMMARY OF QUALIFICATIONS

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- Motivated towards achieving set goals and deadlines in timely manner.
- Demonstrated effective communication and interpersonal skills, in order to provide excellent results in limited time frame.
- Ability to follow instructions well and manage duties independently requiring minimal supervision.
- Have worked as an IELTS tutor
- Currently working as a cashier at The Home Depot

## EDUCATION

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**Diploma in Computer programming**— *Seneca College, Markham Campus, Ontario, CA*  
January 2022 – Present

Expected graduation- August 2023

## VOLUNTEER EXPERIENCE

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**VAPI SINDHI ASSOCIATION** - *Non-Profit Organization*

May 2019– July 2021

- Participated in awareness program and led education awareness campaign in nearby slums and orphanages.
- Coordination and management of various campaigns including blood donation camps.
- Manage and update curriculum and provide ongoing education to the community.
- Contribution in community services like community kitchen and serving food for people.
- Volunteered in cultural programs, public fairs and school events like Annual day.

**Team Coordinator and IELTS Tutor** – *NITS OVERSEAS*

September 2021 - November 2021

- Coordinated a team of volunteers and ensured cooperation with members in the field.

- As an IELTS tutor I worked on clearing student's queries ensuring great results and completing the targets with perfection within limited time frame.

**Cashier at The Home Depot**

- Greet the customers and help them complete their purchase.
- Coordinate with the Front End team to complete set Goals.
- Work in the Garden Center ,the Lumber registers and various locations to keep the process of cashing customers out smooth, efficient and fast.

## TECHNICAL SKILLS

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- Proficient in Microsoft Office suite (Word, Excel, PowerPoint)
- Basic knowledge of HTML, Python.
- Comfortable working in Microsoft Windows 10 and any other operating system.
- Knowledge of Databases: Oracle and MYSQL.
- Expertise in graphic designing through: Canva

## ACCOMPLISHMENTS

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- Received First position for various sports events like badminton and football for 3 years.
- Received trophy for Academic Excellence, ABC School, DATE
- Recognized for outstanding communication skills, strong problem solving and leadership abilities.

## LANGUAGE COMPETENCIES

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- English: Fluent (speaking, reading, writing)
- Hindi, Gujarati, Sindhi : native language
- French:Beginner.

## INTERESTS AND HOBBIES

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- Cooking, Reading, Coding and Sports
- Participating in various cultural and academic events